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| **ACCOUNTING SPECIALIST** | San Francisco, CA 12345  +1 234 567-890  [first.last@resumeworded.com](mailto:first.last@resumeworded.com)  linkedin.com/in/resumeworded |
| EXPERIENCEResume Worded, New York, NY ***Accounting Specialist*** January 2020 - Present  * Balanced financial sheets, developed reports, income statements and major accounts for over 50 branches. * Conducted process improvements on the existing On Account procedure, resulting in reduction of $250K in costs. * Streamlined the AP process to reduce uninvited total from 50% to 11%. * Led a team of 6 members to work with different clients to understand their needs and develop plans, providing 100% customer satisfaction.  Growthsi, Remote ***Accounting Specialist*** July 2016 - January 2020  * Managed account transfers for over 100 different accounts, averaging 1 million dollars daily. * Processed average of 60 weekly invoices for internal company accounts, and average of 90 weekly invoices for independent contractors during peak season. * Spearheaded implementation of SAP (product costing) for 3 manufacturing facilities located in Asia, improving the process of cost estimation by over 90%. * Reduced reconciliation discrepancies by 35% using QuickBooks, demonstrating high proficiency with the tool.  Resume Worded, Boston, MA ***Associate, Accounting*** January 2012 - June 2016  * Performed high volume data entry for over 150 different accounts. * Conducted account reconciliation with 100% accuracy rate and on time. * Maintained vendor relations by consistent communication amongst the team, and reduced vendor complaints pertaining to invoicing by over 75%. | SKILLS  * Microsoft Access * Intuit QuickBooks * SAP * Oracle Hyperion * NetSuite ERP * Sage 5o Accounting  EDUCATIONResume Worded University Bachelor of Commerce, Accounting and Business Management January 2012 New York, NY   * **Awards:** Resume Worded Teaching Fellow (only 5 awarded to class), Dean’s List 2012 (Top 10%). * Completed one-year study abroad with Singapore University.  OTHER  * Volunteer 20 hours/month at the ABC foundation, leading pro-bono city projects. * Accounting and Payroll Certification (PCP). |